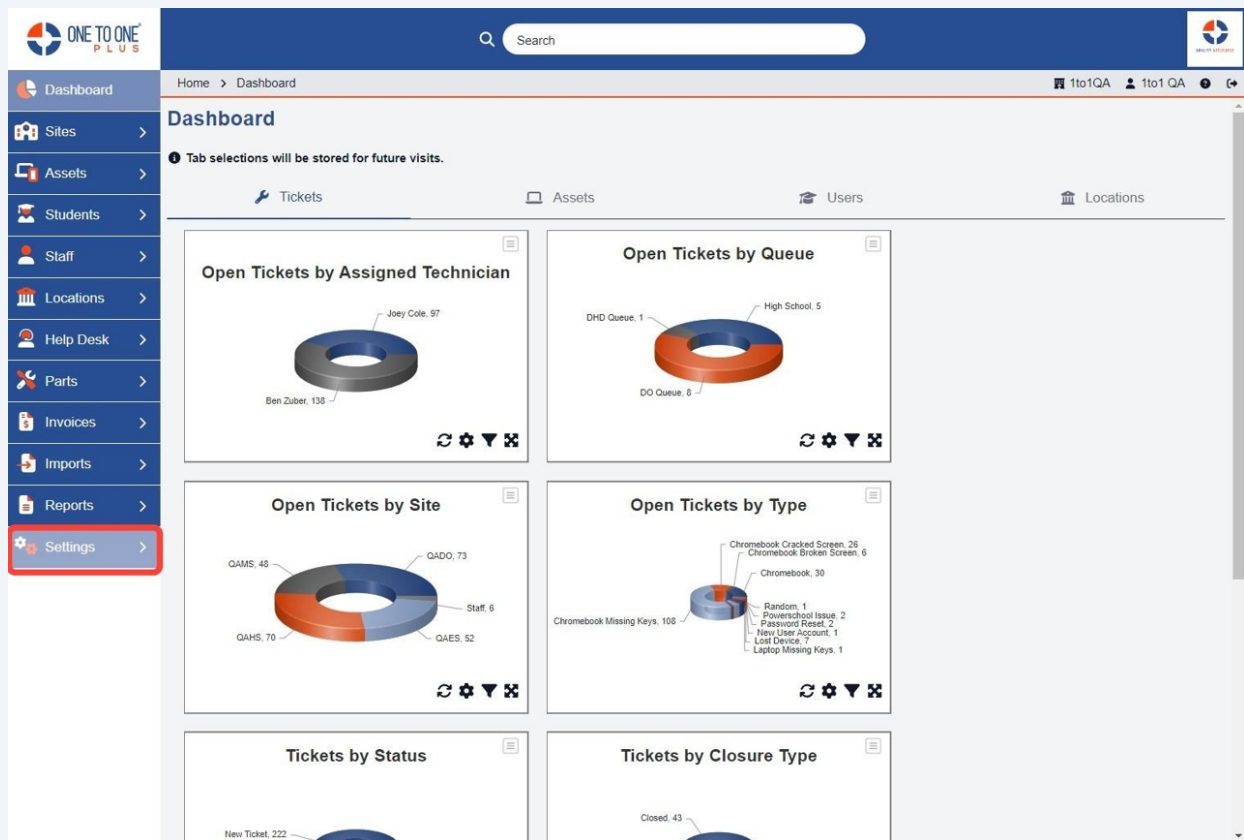


# Manage Security

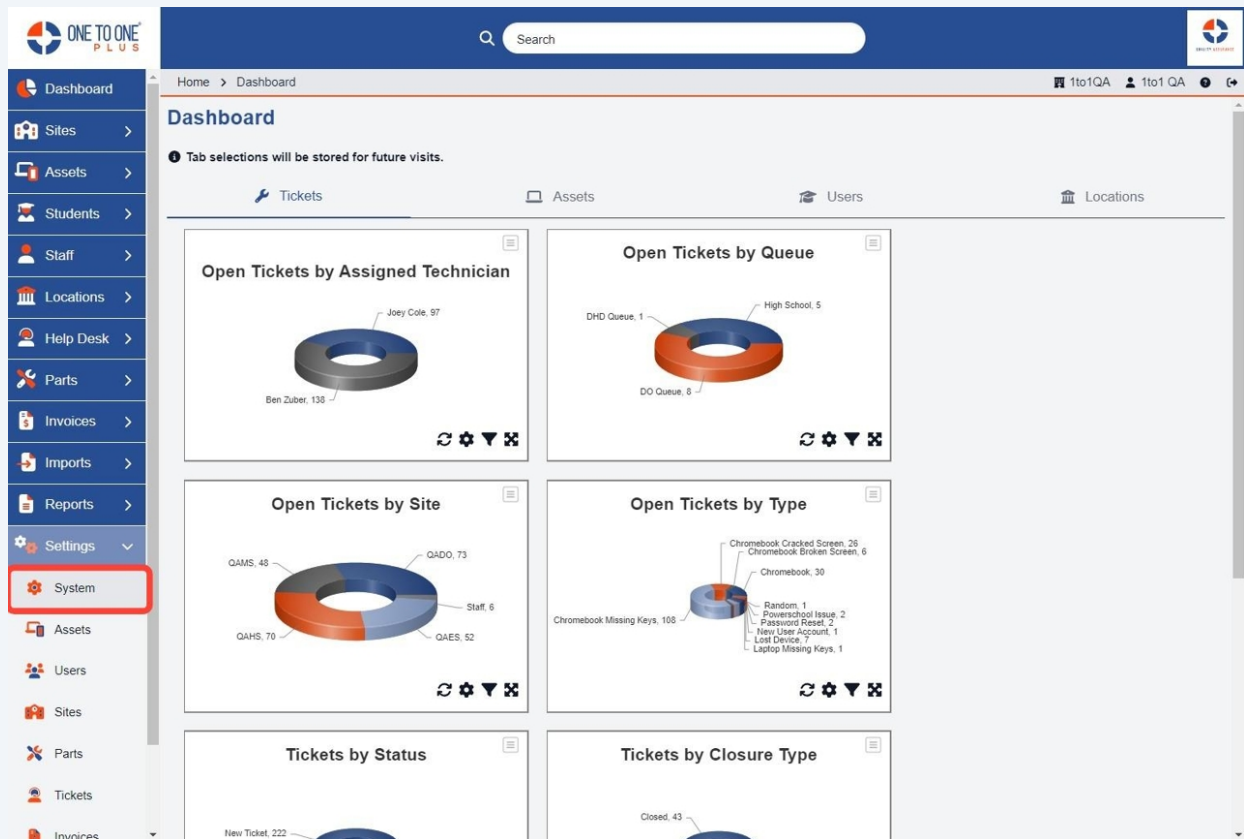


This guide offers a simple, step-by-step process to manage user security settings, create groups, and control access—essential for maintaining a secure system.

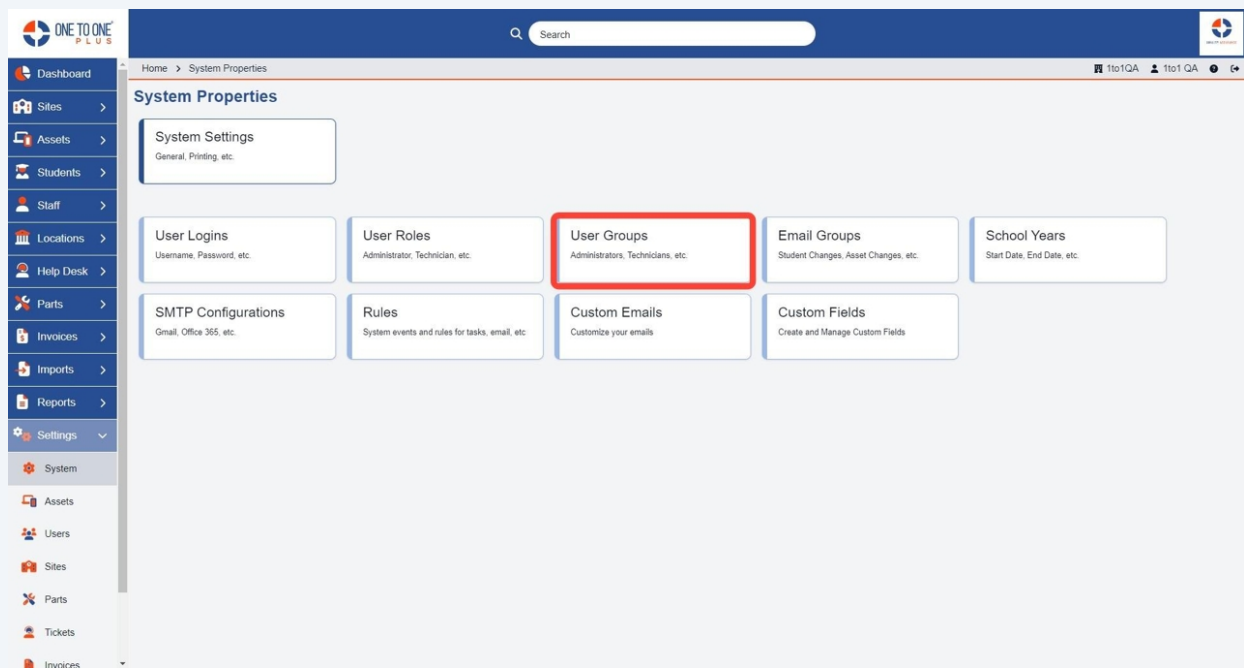
## 1 Select "Settings".



## 2 Select "System".



## 3 Select "User Groups".



#### 4 Select "Add".

Home > System Properties > User Groups

**User Groups** + Add

| Short Name             | Description                       | Import Default | Created           | Created By User | Actions |
|------------------------|-----------------------------------|----------------|-------------------|-----------------|---------|
| Administrator          | Administrator User Group          |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Staff                  | Staff User Group                  | YES            | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Technician I           | Technician I User Group           |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Technician II          | Technician II User Group          |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Entry Technician       | Entry Technician User Group       |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Tech Champion          | Tech Champion User Group          |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Lead Technician        | Lead Technician User Group        |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Circulation            | Circulation User Group            |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Integration Specialist | Integration Specialist User Group |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Lead Specialist        | Lead Specialist User Group        |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Media Specialist       | Media Specialist User Group       |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Bookkeeper             | Bookkeeper User Group             |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| View Only              | View Only User Group              |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Technology Specialist  | Technology Specialist User Group  |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Student                | Student User Group                |                | 10/4/22, 7:58 AM  | Admin Admin     |         |
| Assistant              | Assistant User Group              |                | 10/4/22, 10:13 AM | 1to1 QA         |         |
| Maintenance            | Maintenance                       |                | 10/4/22, 10:16 AM | 1to1 QA         |         |

1 of 2

< previous 1 2 go to next > last >>

#### 5 Select the "Short Name" field.

Home > System Properties > User Groups > Add

**Add User Group**

Short Name \*

Description

Import Default? ☐

✓ Save

## 6 Select "Save".

ONE TO ONE PLUS

Home > System Properties > User Groups > Add

### Add User Group

Short Name \*

Description

Import Default? ☐

**Save**

Dashboard | Sites | Assets | Students | Staff | Locations | Help Desk | Parts | Invoices | Imports | Reports | Settings | System | Assets | Users | Sites | Parts | Tickets | Invoices

## 7 Select "System Properties" breadcrumb.

ONE TO ONE PLUS

Home > **System Properties** > User Groups

### User Groups

| Short Name               | Description       | Import Default | Created          | Created By User | Actions              |
|--------------------------|-------------------|----------------|------------------|-----------------|----------------------|
| Vendor                   | Vendor User Group |                | 5/14/24, 9:22 AM | Admin Admin     | <a href="#">Edit</a> |
| TEST - Principal         |                   |                | 7/25/24, 8:55 AM | 1to1 QA         | <a href="#">Edit</a> |
| TEST - Contract Req      |                   |                | 7/25/24, 8:55 AM | 1to1 QA         | <a href="#">Edit</a> |
| TEST - Athletic Director |                   |                | 7/25/24, 8:55 AM | 1to1 QA         | <a href="#">Edit</a> |
| Title 1                  |                   |                | 10/3/24, 9:50 AM | 1to1 QA         | <a href="#">Edit</a> |
| Erate                    |                   |                | 10/3/24, 3:26 PM | 1to1 QA         | <a href="#">Edit</a> |

2 of 2

<< first < previous 1 2 go to next >

Dashboard | Sites | Assets | Students | Staff | Locations | Help Desk | Parts | Invoices | Imports | Reports | Settings | System | Assets | Users | Sites | Parts | Tickets | Invoices

## 8 Select "User Logins".

The screenshot shows the 'System Properties' page in the ONE TO ONE PLUS application. The left sidebar contains a navigation menu with options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings, System, Assets, Users, Sites, Parts, Tickets, and Invoices. The main content area is titled 'System Properties' and contains several tiles. The 'User Logins' tile, which includes the subtext 'Username, Password, etc.', is highlighted with a red rectangular box. Other visible tiles include 'System Settings', 'User Roles', 'User Groups', 'Email Groups', 'School Years', 'SMTP Configurations', 'Rules', 'Custom Emails', and 'Custom Fields'.

## 9 Select "Add".

The screenshot shows the 'User Logins' page in the ONE TO ONE PLUS application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'User Logins' and features a search bar with the placeholder text 'Type User's Name and PRESS ENTER'. Below the search bar is a table listing user login information. The table has columns for First Name, Last Name, Status, Username, Created, Modified, Created By User, Modified By User, and Actions. The 'Add' button, located in the top right corner of the table area, is highlighted with a red rectangular box. At the bottom of the page, there is a pagination control showing '1 of 32' and a series of numbered links from 1 to 9, along with 'previous', 'next', and 'last' buttons.

| First Name  | Last Name  | Status | Username                     | Created           | Modified          | Created By User   | Modified By User  | Actions |
|-------------|------------|--------|------------------------------|-------------------|-------------------|-------------------|-------------------|---------|
| 1to1        | QA         | Active | 1to1QA                       | 10/4/22, 7:58 AM  | 10/3/24, 8:47 AM  | Admin Admin       | 1to1 QA           |         |
| Karen       | Zuber      | Active | kzuber                       | 8/25/23, 12:54 PM | 8/30/24, 10:58 AM | 1to1 QA           | Karen Zuber       |         |
| Emogene     | Stuffins   | Active | kstuffins11@hugedomains.com  | 2/15/24, 2:12 PM  | 2/15/24, 2:12 PM  | Api User Api User | Api User Api User |         |
| Jill        | Teacher    | Active | jillteacher@sky.com          | 2/26/24, 2:17 PM  | 2/26/24, 2:17 PM  | Api User Api User | Api User Api User |         |
| Karen (SSO) | Zuber      | Active | kzuber@onetoonplus.com       | 4/8/24, 10:50 AM  | 4/8/24, 11:19 AM  | 1to1 QA           | 1to1 QA           |         |
| Leslie      | Brennan    | Active | lesliebrennan@rrca-tx.org    | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| James       | Brenenstuh | Active | jamesbrenenstuh@rrca-tx.org  | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Meghan      | Brenenstuh | Active | meghanbrenenstuh@rrca-tx.org | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Rebecca     | Blauser    | Active | beckyblauser@rrca-tx.org     | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Sharon      | Bernhardt  | Active | sharonbernhardt@rrca-tx.org  | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Casey       | Bernhardt  | Active | caseybernhardt@rrca-tx.org   | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Stacye      | Beane      | Active | stacyebeane@rrca-tx.org      | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Jennifer    | Gribble    | Active | jennifergribble@rrca-tx.org  | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Hannah      | Ballew     | Active | hannahballew@rrca-tx.org     | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Christy     | Wolff      | Active | ChristyWolff@rrca-tx.org     | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |
| Chris       | Greating   | Active | chrisgreating@rrca-tx.org    | 4/11/24, 10:53 AM | 4/11/24, 10:53 AM | Api User Api User | Api User Api User |         |

## 10 Select "User".

ONE TO ONE PLUS

Home > System Properties > User Logins > Add

1to1QA 1to1 QA

### Add User Login

User: Select an Option

Username \*

Password: Searching...

Save

Dashboard

Sites >

Assets >

Students >

Staff >

Locations >

Help Desk >

Parts >

Invoices >

Imports >

Reports >

Settings >

System

Assets

Users

Sites

Parts

Tickets

Invoices

## 11 Add "Username" and "Password".

ONE TO ONE PLUS

Home > System Properties > User Logins > Add

1to1QA 1to1 QA

### Add User Login

User: Amber Marion

Username \*: 1to1QA

Password: \*\*\*\*\*

Save

Dashboard

Sites >

Assets >

Students >

Staff >

Locations >

Help Desk >

Parts >

Invoices >

Imports >

Reports >

Settings >

System

Assets

Users

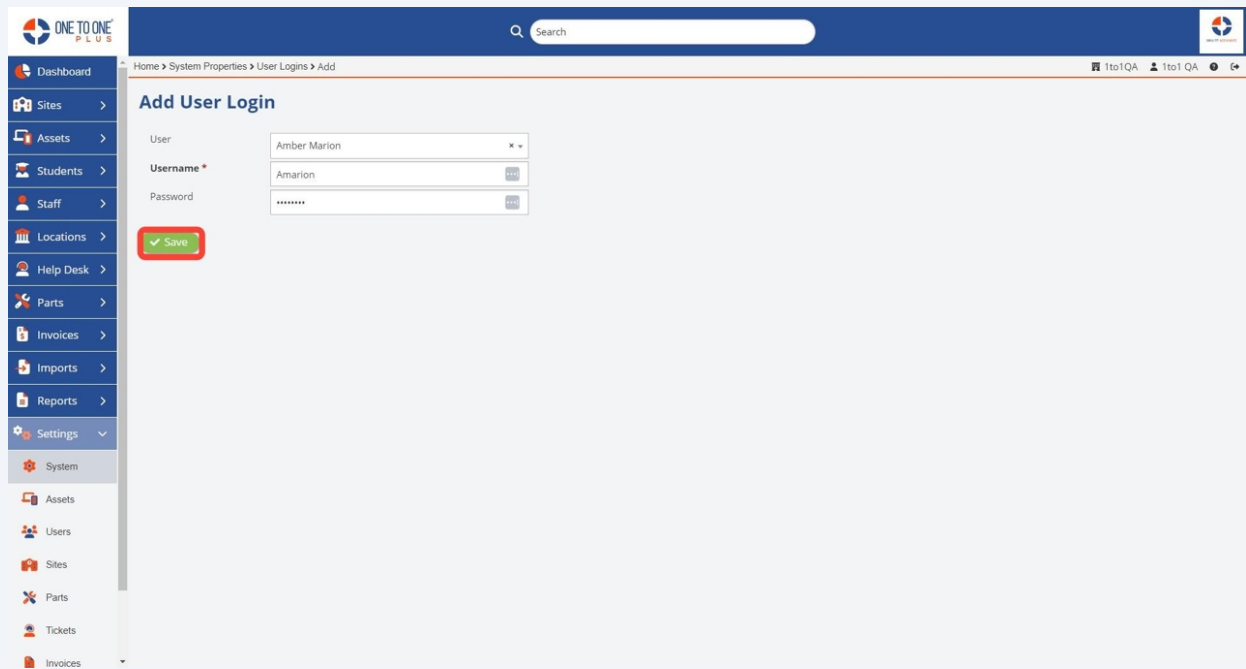
Sites

Parts

Tickets

Invoices

## 12 Select "Save".



The screenshot shows the 'Add User Login' form in the ONE TO ONE PLUS system. The form is located in the main content area, with a breadcrumb trail: Home > System Properties > User Logins > Add. The form fields are:

- User: A dropdown menu showing 'Amber Marion'.
- Username \*: A text input field containing 'Amarion'.
- Password: A password input field with masked characters (\*\*\*\*\*).

A green 'Save' button with a checkmark icon is visible below the form fields. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, Settings (expanded), System, Assets, Users, Sites, Parts, Tickets, and Invoices. The top header bar includes the ONE TO ONE PLUS logo, a search bar, and user information (1 to 1 QA).